



## U.S. Ambassador's Special Self-Help Project (SSH)

### Pol/Econ Section - Small Grants Program

#### Fact Sheet

##### Funding Opportunity

As part of Political and Economic Section of the U.S. Embassy in Maputo, Mozambique, the Small Grants Office administers the Ambassador's Self-Help grants that support small community development projects, which are implemented during a one-year period.

##### What is the Ambassador's Special Self-Help Program?

The Ambassador's Special Self-Help (SSH) program is a grassroots assistance program that allows the U.S. Ambassadors to respond quickly to local requests for small community-based projects. All Special Self-Help programs are community-based, initiated locally, administered at the local level and include significant community contributions in cash, labor or materials. The goal of the program is to support communities to carry out similar activities on their own in the future.

##### Objective of the Program

The essential purpose of the Ambassador's Special Self-Help program is to assist and empower local Mozambican communities in making a better future for their members. The main objectives of the program include to:

- foster community self-reliance;
- demonstrate interest in the welfare of the community by extending assistance directly to people at the local level rather than on a government-to-government basis;
- encourage significant community participation and contribution, such as volunteer time and labor, donated land, equipment and materials;
- make a significant impact on the community, benefiting greatest number of people possible;
- improve basic economic or social conditions at the community or village level;
- encourage project sustainability; and to
- support projects that respect environmental norms.

##### Which projects are acceptable under SSH program?

The SSH program can fund the following projects:

- small construction projects (less than 929 square meters) including classrooms, bathrooms, community centers, health facilities, foot bridges, housing for government or community-paid nurses or teachers, workshops, grain storage, school dormitories;
- water related projects, such as wells, latrines, pumps, boreholes;

- school equipment and supplies, including desks, chairs, laboratory equipment and library items;
- communal construction, such as brick-making machines;
- income generating activities, including tools for furniture making, rice milling machines, poultry farming;
- durable goods, such as a stove or refrigerator for schools or hospitals, or a washing machine for a clinic.

### What are the limitations on the use of the SSH funds?

The Special Self Help Funds may not be used:

- for abortion-related services;
- to duplicate other U.S. Government programs, including HIV/AIDS related activities;
- for religious or military activities, as well as those relating to police, prisons, or other law enforcement;
- for surveillance equipment;
- for operating costs or other activities (rent, salaries, and electricity);
- for toxic or unsafe products, such as pesticides or hazardous chemicals;
- to assist any individual or entity involved in illegal drug trafficking;
- for representational costs (food and drinks for banquets or luncheons);
- for luxury goods and gambling equipment.

### How much are the grants?

The SSH funds can finance projects up to USD 10,000 (ten thousand U.S. dollars).

### Who is eligible to apply?

The program provides grants to individuals, community-based associations, small institutions, religious or non-governmental organizations. The Political/Economic Section

of the U.S. Embassy gives funding priority to communities that have never received SSH funds.

### Request for Proposals

The Political/Economic Section typically requests proposal submissions annually during the month of October; however, the timing may vary. The call for proposal submissions is advertised through a solicitation advertisement published in various national newspapers. The request for proposals is also advertised on the the U.S. Embassy website at: <http://maputo.usembassy.gov/ambshelp-fund.html>.

### Proposal Guidelines

The proposal can be submitted in either English or Portuguese and all pages must be numbered. The proposal may not exceed five pages and must include a concise description of :

1. the implementing entity's history, mission and goals;
2. the geographic and population coverage of the project;
3. information about the community, including the statement of needs/problems to be addressed in that community;
4. the project's strategies, goals, and measurable objectives;
5. the target population by age and gender;
6. primary activities to be implemented;
7. the results expected to be achieved;
8. information regarding the community's contribution to the project;
9. a list of previous or current donors and the funds received;
10. a workplan with implementation activities;
11. a timeline with dates of expected activities;

12. information on how the community plans to sustain the project at the end of the grant;
13. a realistic and comprehensive budget in U.S. Dollars (USD) or Mozambican meticals (MZN) currency. If using USD, please include the exchange rate used;
14. name and contact information of the project coordinator.

### How to apply?

Interested parties may submit their proposal to the U.S. Embassy in Maputo, located at 193 Avenida Kenneth Kaunda, Caixa Postal 783 or via fax to 21 49 38 57 and address the application to the attention of the Community Grants Coordinator, Tony Ayuninjam. Electronic submissions may be sent to [AyuninjamAA@state.gov](mailto:AyuninjamAA@state.gov). Please include "Ambassador's Special Self-Help Grants" in the subject line. Applicants should print their name, the name of their organization or community and contact information on each page in the proposal.

### Funding Criteria and Budget Guideline

The Ambassador's Special Self-Help program can fund up to twelve projects per year depending on the availability of funds. The funding level ranges from \$1,000 to \$10,000. Proposals exceeding \$10,000 will not be considered. Organizations that have already received direct funding or substantial support from the U.S. Government are ineligible for the SSH funds.

### Submission Deadline

The closing date for the receipt of proposals is announced in the solicitation advertisement each year. Applicants are given one month from the date of the published solicitation advertisement to submit their proposals. Proposals received after the due date will not be considered.

### How are proposals selected and approved?

The U.S. Embassy reviews all proposal applications received and will conduct pre-award visits of the proposed sites for the projects. Proposals that best meet the selection criteria will be selected for funding.

### How to determine if a project is selected for funding?

Not all proposals can receive funding. Due to large number of proposals received each year, information regarding the status of the selection process cannot be provided via telephone and only those who provide their email addresses will be notified. Applicants will be notified if their proposals have been selected for approval during the month of February.

### Reporting Requirements

Project managers of approved projects must submit mid-term and final narrative reports. The report should indicate what has been achieved in the reporting period.

### Participation and Sustainability

The greater the contribution and participation of a community, the more likely the project will be successful and the greater the sustainability of the project in that community. Communities are encouraged to make significant contributions, such as time, money, land, labor and other service contributions to the projects. The goal of the SSH program is to encourage the community to sustain the project after the expiration of the SSH funds. The U.S. Embassy in Maputo will give more consideration to proposals that document means of sustaining the projects beyond the expiration of the SSH funds.

### Other limitations of the program

Projects funded under the Ambassador's SSH funds must be implemented within one year. The maximum funding level must not exceed \$10,000.

Selected grantees should be willing and able to fund projects before seeking and receiving reimbursement.

### Additional instructions

Proposals must include all of the information and supporting documentation requested in the solicitation.

### Other funding opportunities

The U.S. Embassy's Political/Economic Section in Maputo offers an additional small grants funding opportunity.

The Political and Economic Section's PEPFAR Quick Impact Small Grants program provides a range of prevention, care and support services for HIV patients and households with

orphans and vulnerable children. The funds support one-year projects with the maximum funding level of US\$25,000.

The U.S. Embassy's Public Affairs Section in Maputo administers small grants that support public outreach projects focused on preventing the transmission of HIV. Like the Political/Economic Section's PEPFAR program, the Public Affairs Section's PEPFAR program supports HIV/AIDS prevention activities that are implemented within one year with the maximum funding level of US\$25,000.

### Contact Information

For more information on the Ambassador's Special Self-Help program, please contact:

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